Thursday February 16th 2017.

Dear Parents,

On Tuesday, February 28th we will be holding our first Parent Teacher Exchange Evening for the year. This evening will be an opportunity for you to come and meet your child’s teacher and pass on information regarding your child. As teachers have just begun the year, they will be keen to gain as much academic information about your child, their interests and hobbies and any other educational information you feel would be relevant.

**The booking system is online.** The link to the school interviews site is can be found in the “Communication” section of our website or directly at [http://www.mpp.vic.edu.au/our-school/parent-teacher-exchange/](http://www.mpp.vic.edu.au/our-school/parent-teacher-exchange/)

On the reverse of this note are instructions on how to book. For parents who do not have access to the internet at home, there will be access available at school between 8:30am and 9:30am. Alternatively parents are able to send a note to the classroom teacher with the approximate times requested.

Please note: if you are unable to make a time on this day, please contact your classroom teacher to schedule and alternative time/date to meet.

The duration of each interview is 10 minutes. **Interview time slots will begin at 3:30pm for foundation students and at 2:00pm for years 1/2, 3/4 and 5/6 students. Some year 1-6 classes will also begin later due to teachers attending professional learning during the day. All students will be supervised until the normal school finish time at 3.20pm. Year 1/2 students will be supervised as a group in the multi-purpose room. Year 3 – 6 students will be supervised in the SPC. Should you wish to collect your child early; students can be signed out and collected from 1:30pm.**

With thanks,

*Rebecca McMahon*

*Assistant Principal*
Dear Parents

Parent/Teacher/Student interviews will be held on **Tuesday 28th February**:

- Foundation Students: 3:30pm – 7pm
- Year 1 – 6 students: at 2:00pm – 7pm

For parents that do not have internet access, computer kiosks will be available at the office from Friday 17th February for parents to make their own bookings. Parents may send a note to school with the approximate times they require, or phone the school on 93752511. If you require more time, please contact your teacher directly to make alternative arrangements.

**BOOKINGS CLOSE MONDAY 27th FEBRUARY AT 9AM**

Now you can book school interviews for the times that suit your family.


1. Enter your details
2. Select the teachers you wish to see
3. Select the appointment times that suit your family best

When you click **FINISH**, your interview timetable will be emailed to you automatically. If you do not receive your email immediately –

**Check your junk mail folder AND make sure you have spelled your email address correctly**

You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, and change your interviews - until the bookings close.

You may change your bookings, any time prior to the closing date, by re-visited the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and using the event code. Remember to use the same name and email address, you used when you made your original booking. Parents wishing to change their interview times after the closing date, should contact the school directly on: 9375 2511

We would love to hear what you think about online booking. If you get time, click on the “contact us” button on the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and leave some feedback - anonymously if you wish, but please include the school’s name and suburb.